

## Irregularity Resolutions for 2016 eMPower™ME

Test sessions within the eMPower™ME iTester platform can, as approved and managed by the Maine Department of Education (DOE), be either 'reactivated' or 'invalidated'. As testing irregularities are reported to the DOE, resolutions are discussed with the parties involved, and the DOE has the right to final determination. Depending on the nature of the irregularity, *MEA Protocol for Testing Irregularities 2016* policy may be applicable as determined by DOE.

### Steps

1. If a Test Administrator and/or Proctor detect any irregularity, they must report to the School Test Coordinator (STC)
2. Test irregularities reported to the STC must be reported to the District Assessment Coordinator (DAC)
3. The DAC must complete an Irregularity Survey Monkey found (sent separately)
  - a. This survey is to be utilized to report irregularities which occurred during the administration of the 2016 MEA eMPowerME assessment for grades 3-8. No specific student information should be entered on this survey. This serves as an initial contact from a district to the MDOE that an irregularity occurred. MDOE will use the provided contact information to follow up with the district to obtain specific details on the incident.
  - b. This survey should be completed by the staff member that the district has designated as the District Assessment Coordinator (DAC).
4. Upon receipt of the Survey Monkey, the DOE will send a secure email to the DAC requesting further information that was unable to be provided in an unsecure Survey Monkey
  - a. As a DOE "maine.gov" email is going to an e-mail address outside Maine State Government, the recipient will receive a message saying they have a secure communication waiting for them and is given a link to login and retrieve the message and any attachments. If they reply to the message, the reply will be secured as well. However, if the e-mail dialog continues beyond this one exchange, you must always ensure that any follow-up e-mail you send are also marked "Confidential".
  - b. If the recipient does not pick up the secure message within a few days, it will expire and DOE will be notified the message was not delivered. DOE will make a follow-up contact with the recipient by phone or regular e-mail, tell them you will be sending another secure e-mail and provide them guidance on how to receive it.
5. The secure email will have an excel spreadsheet attachment requesting further information regarding the irregularity:
  - a. District
  - b. School
  - c. Student First Name
  - d. Student Last Name
  - e. Student SSID
  - f. Grade
  - g. Test Session
  - h. Description
  - i. Action Requested
6. Communications continue (email, fax, phone, etc.) between DOE the district until a resolution is determined and appropriately documented. *MEA Protocol for Testing Irregularities 2016* policy applicable as determined by DOE.